



Republic of the Philippines  
Department of Finance  
**BUREAU OF CUSTOMS**  
Collection District VII  
Sub-port of Mactan



**REQUEST FOR QUOTATION**

**QTN-2018-012-024**  
**December 18, 2018**

The Bureau of Customs Sub-Port of Mactan, through its Administration Office (AO), will undertake a Small Value Procurement for the **Supply and Delivery of Inks and Toner** at the SUB-PORT OF MACTAN, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project are as follows:

Name of Project	<b>SUPPLY AND DELIVERY OF INKS AND TONER</b>
Location	<b>Bureau of Customs Sub-Port of Mactan MCIA Cargo Road, Ibo, Lapu-lapu City 6015</b>
Approved Budget	<b>Php 71,500.00</b>
Mode of Procurement	<b>SMALL VALUE PROCUREMENT</b>

**Delivery Term:**

The terms and conditions are as follows:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your authorized representative/s.
6. **All items must be delivered at the Bureau of Customs Sub-port of Mactan. Please indicate delivery charge, if any.**
7. The Bureau of Customs reserves the right to conduct actual examination or inspection with the item/s to determine conformity with the technical specifications and requirements.
8. **The term of payment is through check payment, subject to withholding and final taxes (BIR Form 2306 & 2307).**
9. The BOC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For any clarification, please contact **MS. VICTORIA C. ARANDILLO**, Customs Operations Officer I and Concurrent Acting Accountant at (032) 354-7417, (032) 340-4197, Fax (032)340-4196.

Thank you very much.

Very truly yours,

  
**FRANCES MARGARET QUITCO**  
Chief, Administrative Section



**Republic of the Philippines**  
**Department of Finance**  
**BUREAU OF CUSTOMS**  
*Collection District VII*  
 Sub-port of Mactan



Annex "A"

**PRICE QUOTATION FORM**  
**(QTN-2018-012-024)**

\_\_\_\_\_  
 (Date)

The Administration Office  
 Bureau of Customs  
 Sub-port of Mactan

SIR/MADAM:

After having read and accepted the Terms and Condition/s, I/we submit our quotation for the item/s as follows:

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
3	Cartridge	TONER (Standard, Compatible for HL-8360CDW Brother Printer)- Black		
3	Cartridge	TONER (Standard, Compatible for HL-8360CDW Brother Printer)- Cyan		
3	Cartridge	TONER (Standard, Compatible for HL-8360CDW Brother Printer)- Magenta		
3	Cartridge	TONER (Standard, Compatible for HL-8360CDW Brother Printer)- Yellow		
10	Bottle	INK (Compatible for Epson L4160)- Black		
10	Bottle	INK (Compatible for Epson L4160)- Cyan		
10	Bottle	INK (Compatible for Epson L4160)- Magenta		
10	Bottle	INK (Compatible for Epson L4160)- Yellow		

Warranty: \_\_\_\_ months from the date of delivery.

Total amount in words: \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
 Name/Signature of Representative

\_\_\_\_\_  
 Name of Company and Address

Mayor's Permit No. \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)